



Fire Precautions, Evacuation and Emergency Control Procedure – Denmead Scouts HQ

Document Details

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1 Introduction

This procedure outlines the fire precautions, evacuation and emergency controls relating to the Denmead Scouts HQ, Kidmore Lane.

Whilst the message is 'GET OUT AND STAY OUT' in the event of an emergency evacuation it is recognised that a proactive approach to fire precautions will minimise risk to personnel, property and the environment.

2 Scope

This procedure is applicable to all users of the Denmead Scout HQ, (Scouts, Cubs, Beavers, lessees & visitors including contractors).

3 Roles and Responsibilities

3.1 Exec Committee

The Exec committee are responsible for ensuring;

- Leaders and lessees have been made aware of the contents of this plan, and understand its contents; specifically they should know the evacuation procedure, their escape routes and their Assembly Points, and their responsibilities for the safe evacuation of others under their supervision (Cubs. Playgroup etc)
- Ensuring that all necessary measures are in place for Fire detection, prevention and evacuation arrangements.
- Liaising with the various users of the hall to ensure the dissemination of this procedure.
- Fire Risk Assessment is undertaken.

3.2 Facilities Team

The Facilities Team will assume responsibility for the overall management and maintenance of the Fire Alarm, detection and fire fighting equipment.

3.3 Leaders & lessees

Must ensure that are aware of the contents of this plan, and understand its contents; specifically they should know the evacuation procedure, their escape routes and the Assembly Points. This includes;

- Arrangements for the safe evacuation of others under their supervision (Cubs. Playgroup etc)
- Encouraging the evacuation of the building by the nearest exits;
- Conducting a sweep of their designated area during an evacuation including toilets;

- Satisfying themselves that no one is left in the area ensuring they do not put themselves at risk;
- Persons with reduced mobility – local arrangements are put in place to accompany persons with reduced mobility to assembly point
- Check all visitors are accounted for.
- Reporting False Alarms.

- Conducting Fire Evacuation at least annually.

3.4 Host Duties

Hosts are responsible for their visitors and are to ensure that visitors are aware of the action they should take in event of an emergency and escort them to the assembly points during any evacuation.

3.5 All users of the Hall

All users of the hall are responsible for:

- Compliance with this procedure,
- Ensuring they familiarise themselves with their local fire alarm buttons, emergency phone number, emergency exits and assembly point.

4 Fire prevention and precautions

4.1 Fire Prevention

All users of the hall can prevent fires by ensuring by:

- Flammable materials are kept to a minimum.
- Flammable and incendiary materials are kept apart.
- Power sources are not overloaded and switched off overnight when not in use.
- Potential fire hazards are identified and reported immediately.
- Gangways are clear of obstructions.
- Fire extinguishers are not removed from their stowage positions.
- Fire doors are neither obstructed nor wedged open.
- Power sources are not overloaded.

5 Description of Fire Systems

5.1 Fire prevention, detection and alarm

- Fire alarm system covers the whole of the building with Fire break glass call points located throughout and audible sounders for warning persons located to ensure full coverage of the building
- The system incorporates smoke detection throughout and heat detection in the kitchen.
- Fire alarm system has a zone panel at the main entrance to assist in identifying affected areas for Fire officers.
- Portable fire extinguishers are sited at positions designated adjacent to the escape routes; the type of extinguishers in a particular location being chosen to suit the risk of that area.
- 9v battery smoke detectors are also installed in the building.
- The fire alarms will be tested monthly and recorded in the log book.
- Fire Extinguishers are maintained by Chubb (contract number 2344376)
- The Fire Alarm System is service twice a year by Axis (contract number 10841)
- Emergency lighting will be tested 6 monthly.

6 Procedure

6.1 Discovering a Fire

If you discover a fire you must:

- Raise the alarm by shouting FIRE and setting off the nearest breakpoint alarm;
- If safe to do so call the site emergency number give details of location and nature of fire;
- Not attempt to extinguish the fire unless trained to do so using the appropriate appliances - do not take personal risks if it is not safe to extinguish the fire then do not attempt to do so;
- Exit by the safest route to the assembly point.
- See Fire Action sign in section 8

6.2 Fire Alarm Activation

If you hear the emergency fire alarm sound, you must:

- Exit by the nearest safest route;

- Report to the assembly point.

Do Not:

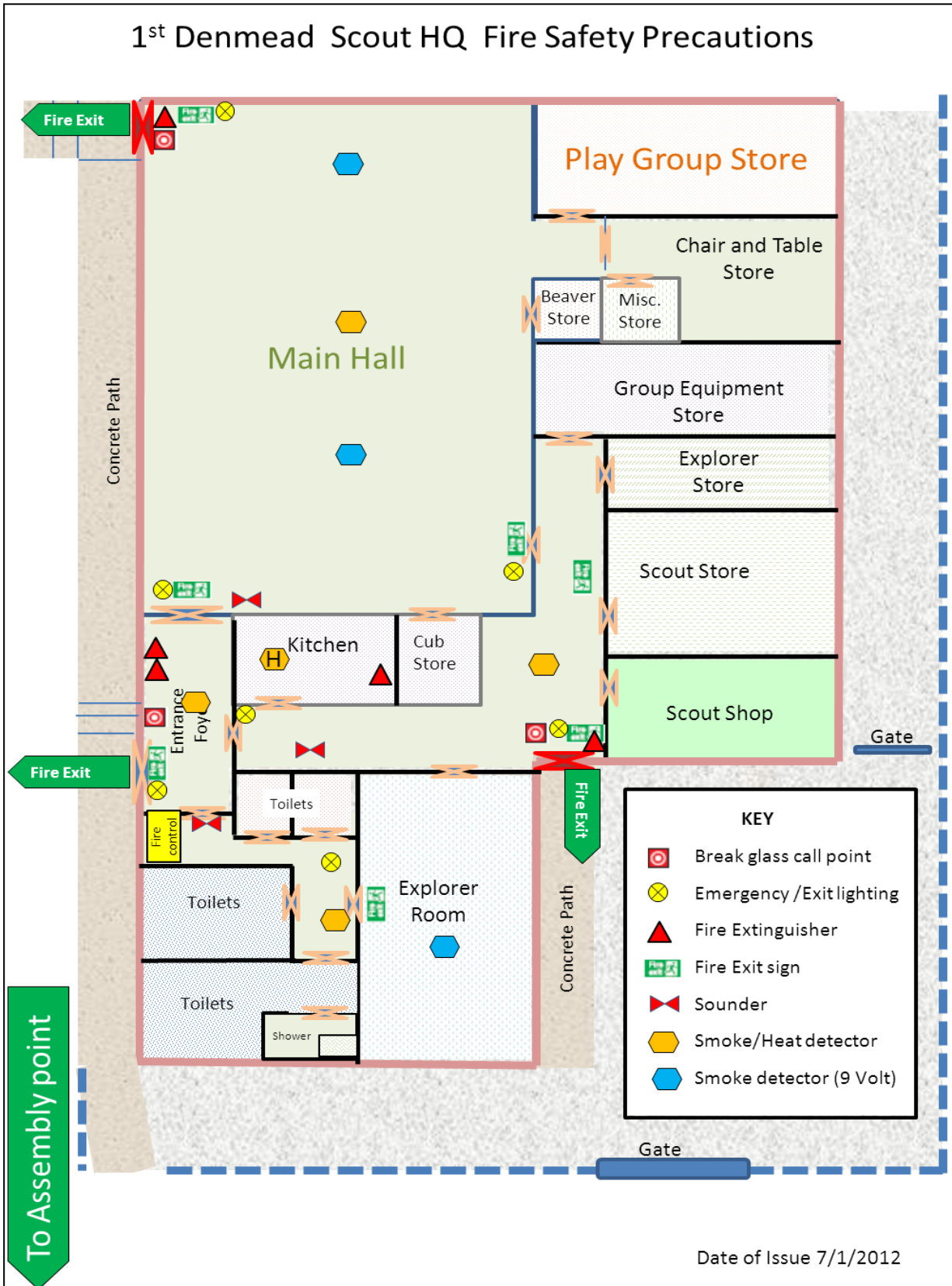
- Delay your evacuation to collect personal items;
- Re-enter the location until it is safe to do so.
- See Fire Action sign in section 8

6.3 Resetting the Alarm

- ENTER THE RESET CODE 4415
- PRESS 3
- THE ALARM WILL SILENCE –
- See Fire Action sign in section 8

Please report any false alarms.

7 Fire Safety precautions plan



8 Fire Action Sign



FIRE ACTION

Fire Alarm System

The Fire System consists of automatic fire detection and alarm.

There are 4 smoke detectors, 1 heat detector (in the kitchen) and 3 alarm sounders

WHAT TO DO IN THE EVENT OF AN ALARM ACTIVATION

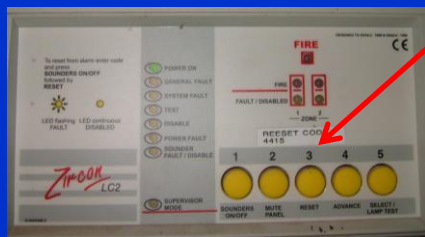
In the event of a real fire, the Fire Alarm will activate and the sounders will operate;

- 1) Evacuate the building by the nearest fire exit
- 2) Muster by the assembly point (by the far end of the car park).
- 3) Phone 999 and ask operator for FIRE
- 4) When asked, the address is

**1ST DENMEAD SCOUT HQ
KIDMORE LANE
DENMEAD
PO7 6JZ**

If a fire is discovered, the fire alarm can also be activated by pushing one of the manual call points by the exits.

HOW TO RESET THE FIRE ALARM SYSTEM



ENTER THE RESET CODE 4415

PRESS 3

THE ALARM WILL SILENCE